

COUNTY OF SAN DIEGO  
2008 CONFLICT OF INTEREST CODE SUPERVISORS  
BIENNIAL REVIEW REPLY FORM

2008 AUG 20 PM 2 34

Contact Person: Kristen Barsness Telephone Number: THOMAS J. PASTUSZKA  
619 744 6033  
Name of Agency: North County Dispatch Joint Powers Authority  
Mailing Address P.O. Box 410, Rancho Santa Fe, CA 92067

This agency has reviewed its conflict of interest code and has determined that:

**Amendments are necessary:** (Attach Amended Code)  
(Check all that applies)

- Include new positions (including consultants) which must be designated
- Revise the titles of existing positions
- Delete titles of positions that have been abolished
- Delete positions that manage public investments
- Revise disclosure categories
- Other \_\_\_\_\_

**No amendments are necessary.** Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: Leslie Wilson Date: 8/18/08

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than August 31, 2008 to:**

**Clerk of the Board of Supervisors  
(Conflict of Interest Code)  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

Approved and/or authorized by the Board  
of Supervisors of the County of San Diego  
Date: 10/20/08 Minute Order No. 19  
THOMAS J. PASTUSZKA  
Clerk of the Board of Supervisors  
By: Nancy Dignawa  
Deputy Clerk

**MEMBER AGENCIES**

Carlsbad FD  
Encinitas FD  
North County FPD  
Oceanside FD  
Rancho Santa Fe FPD  
San Marcos FD  
Solana Beach FD  
Vista FD

**North County Dispatch J. P. A.**

San Diego  
6936 El Fuego P.O. Box 410  
Rancho Santa Fe, CA 92067  
(858) 756-3006 FAX (858) 756-2741

THOMAS J. PASTUSZKA  
CLERK OF THE BOARD  
OF SUPERVISORS



**ADMINISTRATOR**  
Lesli Wilson

August 19, 2008

Clerk of the Board of Supervisors  
(Conflict of Interest Code)  
1600 Pacific Highway, Room 402  
San Diego, CA 92101

Dear Clerk,

This letter is in response to the biennially requirement to review our Conflict of Interest Code, to determine if amendments are needed.

In reviewing our code, it was determined that amendments were needed. Enclosed please find the following documents, as requested:

- 2008 Conflict of Interest Code – Biennial Review Reply Form
- NCDJPA Staff Report #08/09, giving explanation of all changes
- Resolution No. 08-04 – Our amended Conflict of Interest Code
- Duty Statement for Communications Manager
- Duty Statement for Operations Supervisor
- JPA Organizational Chart, including new positions

If you have any questions or concerns, please feel free to contact me at 858/756-6033.

Sincerely,

Kristen Barsness  
Staff Assistant

Enc.

**NORTH COUNTY DISPATCH  
JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS AGENDA REPORT  
Staff Report # 08/09**

**Board of Directors Regular Meeting of July 31, 2008**

**Subject: Biennial Review of Conflict of Interest Code**

**EXECUTIVE SUMMARY:**

Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest (COI) Code, biennially, to determine if it is accurate, or if the code must be amended. Once the determination is made, a notice must be submitted to the code reviewing body. In the case of the JPA, this body would be the San Diego County Board of Supervisors.

**BACKGROUND/DISCUSSION:**

NCDJPA currently operates under the COI as enacted in Resolution #03/07, dated October 30<sup>th</sup>, 2003 (attached). The Board adopted the State Provisions without amendments.

In reviewing the current code, the following facts should be considered:

First, have new positions been added since the adoption of the resolution? This year, in reviewing the new positions criteria, staff identified the need to include the Communications Manager and the new Operations Supervisor position, as these positions fall under Government Code Section 81008. The following employees are included in the current Resolution as required to file the COI forms each year:

1. Members of the Board of Directors
2. Fire Chiefs
3. JPA Administrator
4. JPA Treasurer/Controller

The following new positions should be filed as an amendment, and adopted in a Resolution:

5. **Communications Manager**
6. **Operations Supervisor**

The other consideration is if there are any significant amendments to the Government Code and to our knowledge there have been *no significant* amendments to the Government Code relative to this topic that would require amendment of the local code.

After the review of the current code, the Board is required to file a Review Notice with the Clerk of the Board of Supervisors. There are two choices available to your Board:

- A. File that an amendment is required, and have an amended resolution presented now, or at a future Board meeting; or
- B. Find that no amendment is required. No further action by the Board is necessary.

**RECOMMENDATION:**

Staff recommends that the Board adopt Resolution #08/04 and direct the Secretary of the Board to file the Biennial Notice as appropriate.

## RESOLUTION NO. 08-04

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY, AMENDING ITS CONFLICT OF INTEREST CODE

**WHEREAS**, the Political Reform Act of 1974, found in Government Code Sections 81000 *et seq.*, requires every state or local government agency to adopt a conflict of interest code; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation in Section 18730 of Title 2 of the California Administrative Code, which contains the terms of a model conflict of interest code; and

**WHEREAS**, the North County Dispatch Joint Powers Authority may adopt the model conflict of interest code by reference;

**NOW, THEREFORE**, the Board of Directors of the North County Dispatch Joint Powers Authority hereby resolves as follows:

#### **Section 1. Adoption of state provisions**

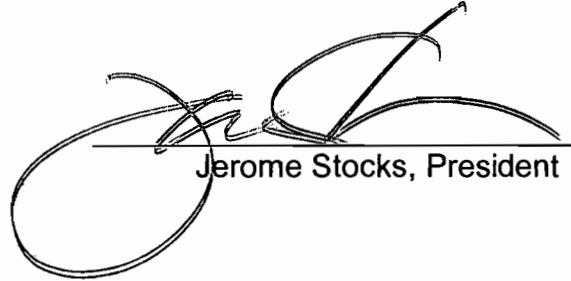
The provisions of Title 2, Division 6, Section 18730 of the California Administrative code and any amendments to it that may be adopted by the Fair Political Practices Commission are adopted as the conflict of interest code for the North County Dispatch Joint Powers Authority.

#### **Section 2. Designated employees.**

- A.** The following employees of the North County Dispatch Joint Powers Authority are designated as being subject to the conflict of interest code:
1. Members of the Board of Directors
  2. Fire Chiefs
  3. JPA Administrator
  4. JPA Treasurer/Controller
  5. Communications Manager
  6. Operations Supervisor
- B.** Designated employees must file Statement of Economic Interests Form 700 with the Joint Powers Authority.
- C.** The Board Secretary will retain a copy of the statements and forward the original to the County of San Diego. Copies of the statements shall be made available for public inspection.

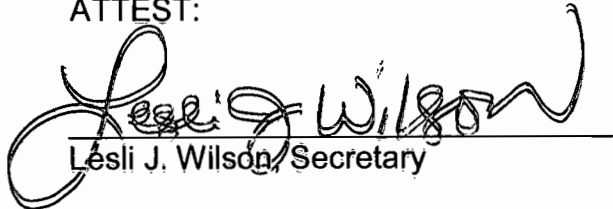
PASSED AND ADOPTED at a regular meeting of the Board of Directors of the North County Dispatch Joint Powers Authority, on July 31, 2008 by the following vote:

AYES: PACKARD, STOCKS, OLSON, ASHCRAFT, JONES, CAMPBELL  
NOES:  
ABSENT: NICHOLS, WOOD  
ABSTAIN:



Jerome Stocks, President

ATTEST:



Lesli J. Wilson, Secretary



## **NORTH COUNTY DISPATCH J.P.A**

16936 EL FUEGO – P.O. Box 410  
Rancho Santa Fe, CA 92067  
(858) 756-3006 FAX (858) 756-2741

### **COMMUNICATIONS MANAGER – 1.06**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### **JOB SUMMARY**

Management level position, under general direction of the NCDJPA Administrator, the Communications Manager is responsible for the operations of the joint fire, emergency medical service, and private patrol communications center. The Communications Manager assists with the development of and implements and enforces the Communication Center policies, procedures and regulations. The Communications Manager trains and evaluates communications operators, and coordinates the operation and maintenance of the joint fire communications center with other participant members. The position also performs other tasks and duties as assigned by the NCDJPA Administrator.

#### **CLASS CHARACTERISTICS**

Incumbents in this position report to the Administrator of the NCDJPA and exercises general and technical supervision of the Communication Center and personnel assigned to it. This position is subject to emergency recall to duty on a 24 hour basis.

#### **ESSENTIAL JOB FUNCTIONS**

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business needs and business practices.

1. Plans, assigns, and directs the work of subordinates; arranges assignments, reviews and authorizes schedules and schedule changes, directs the monitoring of radio calls, the disposition of emergency calls, and the dispatching of fire suppression, paramedic and patrol units. Prepares various reports for the Administrator, as

periodically requested, relative to the activities and performance of the communication center and its personnel.

2. Assists in the development of selection procedures and exams for communications personnel including initial hiring. Additionally, makes recommendations to the NCDJPA Administrator on hiring decisions. Establishes standards of performance and training programs; coordinates the training of communications personnel; trains personnel in communications, mutual aid operations and related subjects. Evaluates the performance of subordinates; initiates and/or authorizes disciplinary action.
3. Implements and enforces the communication center's policies, procedures, and regulations. Investigates and resolves public and/or intra-agency complaints regarding activities of the communication center which cannot be handled by subordinate staff. Prepares reports on complaints and inquiries directed at the operation of the communication center and its personnel.
4. Coordinates with the Systems Manager and Radio Systems Coordinator the installation, maintenance, and repair of all NCDJPA facilities and equipment; monitors and evaluates technical capabilities of existing equipment for adequacy in meeting the needs of the JPA and its member agencies.
5. Effectively functions as an emergency services dispatcher; answers 9-1-1 emergency telephone calls and public inquiries; dispatches and communicates with emergency personnel and equipment. Provides support to other communication center personnel in day-to-day operations and during large scale emergencies.
6. Evaluates dispatch procedures and the communication center's services and recommends changes to the NCDJPA Administrator. Assists in developing and implementing goals, objectives, and priorities for the communication center. Participates in long-range planning and budget preparation for the communication centers needs.
7. Attends necessary meetings, seminars, and drills to maintain a working knowledge of technical advancements in equipment and operations. Prepares or directs the preparation and maintenance of manuals and operation procedures for the communication system.
8. In the absence of the Administrator or when otherwise determined the Communications Manager may act in place of the Administrator.

## QUALIFICATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

### Education

- Graduation from high school or equivalent, including or supplemented by specialized training in the clerical/administrative field.

### Experience

- A minimum of three (3) years experience in a public safety communication center as dispatcher or dispatch supervisor.

### Knowledge and Abilities

#### Knowledge of:

- Operation and capabilities of radio, telephone, CAD, and other communication systems and equipment in a communication center.
- Techniques, procedures, principles, and methods used in operation of a communication center.
- County of San Diego Mutual Aid Operation Plan.
- Requirements and duties of the Zone Coordination Center.
- Operation of the State of California Emergency 9-1-1 program.
- Principles and techniques of sound personnel management, including effective supervision and training methodologies.
- Mutual and Automatic Aid Agreements of the NCDJPA and Zone.
- State Responsibility Area and Local responsibility Area response requirements.
- JPA responsibilities as Alternate Area Coordination Center.
- Fire and EMS equipment capabilities and deployment strategies for various types of incidents.
- Weather patterns as they affect fire behavior in our operational area.
- Public speaking and instructional techniques.
- Geography of San Diego County.
- Regulations of the Federal Communication Commission applicable to public safety communication operations.

Ability to:

- Exercise independent judgment and selection of an appropriate course of action from among alternatives.
- Maintain work effectiveness with frequent changes in workload and priority of assignments, under the pressure of meeting deadlines.
- Able to interact effectively with a variety of individuals and groups including officials, superiors, subordinates, co-workers, and members of the public.
- Ability to plan, organize, direct, and review the activities of the communication center and staff.
- Prepare and present effective written and oral presentations to the NCDJPA Board of Directors.

Special Requirements

- Must be at least eighteen (18) years of age.
- Possession of valid Class "C" California driver's license with a satisfactory driving record.
- Must maintain certification as an Emergency Medical Dispatcher.



## **NORTH COUNTY DISPATCH J.P.A**

16936 EL FUEGO – P.O. Box 410  
Rancho Santa Fe, CA 92067  
(858) 756-3006 FAX (858) 756-2741

### **OPERATIONS SUPERVISOR – 1.11**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### **JOB SUMMARY**

Management level position, under general direction, the Operations Supervisor is responsible for the operations of the joint fire, emergency medical service, and private patrol communications center. The Operations Manager assists with the development of and implements and enforces the Communication Center policies, procedures and regulations. The Operations Manager supervises and evaluates shift supervisors, and coordinates the operations of the joint fire communications center with other participant members. The position also performs other tasks and duties as assigned by the NCDJPA Communications Manager.

#### **CLASS CHARACTERISTICS**

Incumbents in this position report to the Communications Manager of the NCDJPA and exercises general supervision of the Communication Center and personnel assigned to it. This position is subject to emergency recall to duty on a 24 hour basis. May be required to fill dispatcher/supervisor duties for planned or unplanned vacancies; may be required to assume command of the communications center; or assume duties and responsibilities of the communications manager in their absence.

#### **ESSENTIAL JOB FUNCTIONS**

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business needs and business practices.

- 1) Plans, assigns, and directs the work of subordinates; arranges assignments, reviews and authorizes schedules and schedule changes, directs the monitoring of radio calls, the disposition of emergency calls, and the dispatching of fire suppression, paramedic and patrol units.
- 2) Develop and administer on-going training to shift supervisors on communications operations and related subjects; monitor shift supervisors performance; assist supervisors with subordinate performance issues.
- 3) Collect and analyze data for quality assurance of dispatch center service level performance; and for individual dispatcher performance; prepare summary reports.
- 4) Review major dispatch incidents; investigate and respond to field inquiries regarding dispatch center actions and procedures; Investigates and resolves public and/or intra-agency complaints regarding activities of the communication center which cannot be handled by subordinate staff.
- 5) Evaluates dispatch procedures and the communication center's services and recommends changes to the Communications Manager. Assists in developing and implementing goals, objectives, and priorities for the communication center. Participates in long-range planning and budget preparation for the communication centers needs.
- 6) Establishes standards of performance and training programs; coordinates the training of communications personnel; trains personnel in communications, mutual aid operations and related subjects. Evaluates the performance of subordinates; initiates and/or authorizes disciplinary action.
- 7) Effectively functions as an emergency services dispatcher; answers 9-1-1 emergency telephone calls and public inquiries; dispatches and communicates with emergency personnel and equipment. Provides support to other communication center personnel in day-to-day operations and during large scale emergencies.

## QUALIFICATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

### Education

- Graduation from high school or equivalent, including or supplemented by specialized training in the clerical/administrative field.

### Experience

- A minimum of three (2) years experience in a public safety communication center as dispatcher or dispatch supervisor.

### Knowledge and Abilities

#### Knowledge of:

- Operation and capabilities of radio, telephone, CAD, and other communication systems and equipment in a communication center.
- Techniques, procedures, principles, and methods used in operation of a communication center.
- County of San Diego Mutual Aid Operation Plan.
- Requirements and duties of the Zone Coordination Center.
- Operation of the State of California Emergency 9-1-1 program.
- Principles and techniques of sound personnel management, including effective supervision and training methodologies.
- Mutual and Automatic Aid Agreements of the NCDJPA and Zone.
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- Fire and EMS equipment capabilities and deployment strategies for various types of incidents.
- Weather patterns as they affect fire behavior in our operational area.
- Public speaking and instructional techniques.
- Geography of San Diego County.

Ability to:

- Exercise independent judgment and selection of an appropriate course of action from among alternatives.
- Maintain work effectiveness with frequent changes in workload and priority of assignments, under the pressure of meeting deadlines.
- Able to interact effectively with a variety of individuals and groups including officials, superiors, subordinates, co-workers, and members of the public.
- Ability to plan, organize, direct, and review the activities of the communication center and staff.

Special Requirements

- Must be at least eighteen (18) years of age.
- Possession of valid Class "C" California driver's license with a satisfactory driving record.
- Must maintain certification as an Emergency Medical Dispatcher.

JPA Organizational Chart – 15 Dispatchers, 3 Shift Supervisors and Operations Supervisor

